

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Ronalito Puyoy

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.91	30%	1.17
TOTAL NUMERICAL RATING			4.56

TOTAL NUMERICAL RATING: 4.56

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: VS

Prepared by:

Reviewed by:

Joseline B. Capricho
Name of Staff

CHRYSTIE B. LINA
Department/Office Head

Recommending Approval:

VICTOR S. ASIO
DEAN, COFS

Approved:

BEATRIZ S. BELONIAS
VP for Instruction

“Exhibit B”

I, **ROSALITO A. PUGOY**, of the **Department of Soil Science** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2018 to June 30, 2018. (Target and Accomplishment)

ROSALITO A. PUGOY

Approved:

SUZETTE B. LINA

[illegible]

Average Rating (Total Over-all rating divided by 4)

4.84

Additional Points:

Punctuality

XX

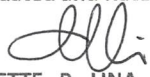
Approved Additional points (with copy of approval)

XX

FINAL RATING

ADJECTIVAL RATING

Evaluated and Rated by:



SUZETTE B. LINA

HEAD, DSS

Date: _____

Recommending Approval :



VICTOR B. ASIO

DEAN, CAFS

Date: _____

Approved by:



BEATRIZ S. BELONIAS

VICE PRES. FOR INSTRUCTION

Date: _____

Comments & Recommendations for Development Purpose:

Exercise independent planning of
DSS field activities but with consultation
of Field coordinator & Dept. Head. All

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan - June 2018Name of Staff: Rosalito PugaPosition: Form Laborer


Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)	Scale				
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	(4)	3	2	1
2. Makes self-available to clients even beyond official time.	5	(4)	3	2	1
3. Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay.	5	(4)	3	2	1
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	(4)	3	2	1
5. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks.	5	(4)	3	2	1
6. Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	(5)	4	3	2	1
7. Keeps accurate records of her work which is easily retrievable when needed.	5	(4)	3	2	1
8. Suggests new ways to further improve her work and the services of the office to its clients.	5	(4)	3	2	1

9. Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university.	5	4	3	2	1
10. Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele.	5	4	3	2	1
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment.	5	4	3	2	1
12. Willing to be trained and developed.	5	4	3	2	1
Total Score					
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors.	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit.	5	4	3	2	1
Total Score	47				
Average Score	3.91				

Overall recommendation : _____


SUZETTE B. LINA
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROSALITO A. PUGOY

Performance Rating: Very Satisfactory

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: January to June 2018

First Step:

To attend trainings and seminars to improved skills as administrative field staff

Result:

Has attended training orientation of newly-hired staff

Date: March 2018 Target Date: January to June 2018

Next Step:

Attend more trainings and seminars related to administrative field staff (TESDA trainings/seminars).

Outcome: Scout for trainings and seminars outside the university related to administrative field function.


Final Step/Recommendation:

If there are trainings and seminars related to the function, a letter requesting administration's approval and possible funding will be prepared.

Prepared by:



SUZETTE B. LINA
Unit Head

Conforme:  ROSALITO A. PUGOY
RATEE

100001

EMERGENCY OVERSIGHT TRAINING

Name of participant: ROSEMARY HUNTER
Performance Rating: Very Satisfactory

After completing the training course

Proposed intervention to improve performance

Date: January 2018 Target Date: January 2018

First Step

To ensure training and learning to improve skills of administrative staff

Second Step

These have been given to administrative staff for the staff

Date: March 2018 Target Date: January 2018

Third Step

Admin staff training and services related to administrative staff and staff (training services)

Conclusion: Staff training and services related to administrative staff will improve

I am happy to recommend that these individuals and services should be given a high priority in the future and should be given a high priority in the future and should be given a high priority in the future


SIGNED: ALL
(Date: 1/1/18)

Approved by:


Date: 1/1/18